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## AGENDA

Executive Committee Meeting  
1500 - Monday, 3 December 1962

1. Obligated Service Agreements for External Trainees --Colonel White
2. Use of Headquarters Facilities for Recreation --Colonel White
3. President's Directive on Manpower Controls --Mr. Gross
4. Phase-out of Participation in Executive Reserve Emergency Planning --Mr. Kirkpatrick
5. Notice on Personnel Security (draft attached) --Mr. Kirkpatrick
6. Information Requests by Disarmament Agency (Draft of Oct. 26 paper circulated to members by OGC) --Mr. Houston
7. Review of 'No Comment' Policy -- Col. Grogan
8. Comments on Supergrade Promotions -- General Carter

EXECUTIVE COMMITTEE MEETING NO. 18

Monday, 3 December 1962 - 3:00 p.m.

Present were: General Carter  
Mr. Kirkpatrick  
Colonel White  
Mr. Helms  
Mr. Sheldon (DD/I)

[redacted]  
Mr. Houston  
Mr. Bross  
Mr. Kent

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1. The Committee took the following actions:

- a. APPROVED a formula for obligated service agreements by external trainees, calling for employees to sign statements of intention to remain with the Agency following tours of external training--three-year service agreement following one-year external training course; or, sign one-year agreement for external training of less than a year.
- b. DISAPPROVED request by Agency Recreation Association for use of headquarters facilities for family-participation types of activities, such as square dancing, etc. In view of administrative complications and security problems, headquarters facilities shall be used only for employee recreational activities.
- c. \* *new course action attached*
- d. APPROVED recommendation by General Counsel concerning information requests by the Disarmament Agency. Representatives of the DD/I are authorized to negotiate with the Director of the Disarmament Agency representative on the following terms:
  - (1) An unclassified report from this Agency is not feasible from a security standpoint;

- (2) complete reports in the form requested would place an unacceptable burden on this Agency and would be of the greatest security sensitivity;
- (3) we can provide in classified form descriptions of the areas in which this Agency has performed research and development in general terms;
- (4) on the basis of this information we will conduct continuing liaison with the DDA to ensure
  - (a) that there is no unnecessary duplication of research and development in the fields of mutual interest and
  - (b) that we will continue to be responsive within our capabilities to requirements for intelligence support to the DDA;
- (5) that if the agreement cannot be negotiated in the general area set forth above, the matter will have to be referred back to the DCI.

2. President's Directive on Manpower Controls

The President's directive of 11 October 1962 calls for each Agency head to increase work productivity of each employee and directs the Bureau of the Budget to review manpower utilization. Comptroller to take necessary action with advice of the Financial Policy and Budget Committee.

3. Phase-out of Participation in Executive Reserve Emergency Planning

Executive Director reported that the Office of Personnel is working on an over-all reserve plan and preparing a roster of individuals, including alumni and outsiders, who might be used by the Agency during an emergency.

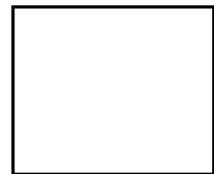
4. Review of "No Comment" News Policy

After considerable discussion led by Colonel Grogan, General Carter indicated that a flat "no comment" policy is not quite the answer; that these situations necessarily have to be played by ear; however, that Agency policy shall be neither to confirm nor to deny requests for comment on a news situation or incident involving the Agency.

5. Comments on Supergrade Promotions

The DDCI is not necessarily satisfied with present supergrade promotion procedures. With the abolishment of the Supergrade Promotion Board, promotions reaching the DDCI for approval have been largely automatic. Since it is impossible for him to know everyone, he emphasized the responsibility of Deputy Directors to staff out thoroughly their supergrade promotion recommendations.

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Executive Secretary

CORRECTION: Executive Committee Meeting No. 18  
Monday, 3 December 1962 - 3:00 p.m.

Paragraph 1. c. inadvertently omitted reads as follows:

APPROVED Draft of Headquarters Notice on Personnel  
Security: Compartmentation to be published immediately.

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